Email template – Getting started with your Commissioned Training Program

**Note:** In an email to staff, please copy and paste the text below, ensuring you add your organisation Commissioned Training portal URL and organisation password.

**Subject: Getting started with your Commissioned Training Program**

Dear {Your staff members name},

Welcome to our Commissioned Training program, developed in partnership with Dementia Training Australia. This training program will provide you with the knowledge and the skills to better care for and support people living with dementia.

A Commissioned Training portal has been developed for our organisation. You can visit this portal at any time to access your training.

**Commissioned Training portal link**

{Insert your training page URL here}

**Commissioned Training portal password:**

{Insert your organisation password here}

Instructions on how to access your Commissioned Training are available on the DTA’s website

* [Starter Guide 1: How to Start Commissioned Training on DTA](https://dta.com.au/downloads/ct-1-how-to-start-ct)
* [Starter Guide 2: How to Access and Navigate Commissioned Training](https://dta.com.au/downloads/ct-2-how-to-access-and-navigate-ct)

* [Starter Guide 3: How to Enrol in Commissioned Training (Workshops)](https://dta.com.au/downloads/ct-3-how-to-enrol-in-a-workshop)
* [Starter Guide 4: How to Enrol in Commissioned Training (e-Learning)](https://dta.com.au/downloads/ct-4-how-to-enrol-in-e-learning)
* [Starter Guide 5: How to Resume Commissioned Training (Workshops)](https://dta.com.au/downloads/ct-5-how-to-resume-workshops)
* [Starter Guide 6: How to Resume Commissioned Training (e-Learning)](https://dta.com.au/downloads/ct-6-how-to-resume-e-learning-courses)
* [Starter Guide 7: How to Access Certificates (Workshops)](https://dta.com.au/downloads/ct-7-how-to-access-workshop-certificates)
* [Starter Guide 8: How to Access Certificates (e-Learning)](https://dta.com.au/downloads/ct-8-how-to-access-e-learning-certificates)
* [Starter Guide 9: How to Unenrol from a Commissioned Training Workshop Session](https://dta.com.au/downloads/ct-9-how-to-unenrol-from-a-workshop)

If you are unsure what training you need to undertake, please speak with your manager.

We are looking forward to your involvement and participation in this training.

Kind regards

{Your Signature}